

LAUDERDALE-BY-THE-SEA - POSITION DESCRIPTION

INTERN

Department: Development Services

Salary Range: \$10 - \$13 per hour depending on experience and qualifications

Position Status: Part time – flexible hours

Characteristics of the Class

This is entry level temporary part-time position which provides experience in the Town's Development Services Department.

Examples of Essential Functions

Organizes and carries out a wide variety of administrative functions of a department.

Answers telephones, directs calls, and takes messages.

Performs planning and code related research.

Conducts field work.

Maintains and updates electronic and paper records.

Reviews correspondence, agenda items and reports for sufficiency and accuracy; obtains corrections as needed from originating staff.

Operates word processing and data processing equipment.

Performs other duties as assigned by the Department Director or other management personnel.

Training and Experience

High School diploma or G.E.D. required.

Some college education and/or course work in Urban and Regional Planning, Architecture, Engineering or a related field.

Knowledge, Abilities and Skills

Proficiency in the use of word processing and spreadsheet software.

Proficiency in business English, spelling and arithmetic.

Ability to perform work functions with little supervision.

Ability to effectively operate assorted office machines and equipment.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with the others.

Skill in preparing applications and forms to be used by the public and co-workers.

Physical Demands

The tasks described herein are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities. Many tasks require visual perception and discrimination. Many tasks require oral communications ability.

Work Environment

Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes). The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

If interested, complete employment application and drug free workplace form (<http://www.lauderdalebythesea-fl.gov/town/employment.htm>) and submit to:

Town of Lauderdale-By-The-Sea
4501 North Ocean Drive
Lauderdale-By-The-Sea, FL 33308